

FOREIGN DOCUMENTS DIVISION

FDD Notice

1 February 1954

No. [redacted]

SUBJECT: Coordination of Linguistic Reference Materials

1. Effective this date [redacted] will coordinate requirements of all linguistic reference materials for the Foreign Documents Division. The following procedures will be in effect:

a. All OM's, etc., having as subject the availability or non-availability of linguistic materials (grammars, dictionaries, etc.) will be reviewed by [redacted] who will coordinate FDD's needs with the appropriate personnel in the Division for any of the items cited and will initiate and follow up action for their procurement. The same procedure will apply to all catalogues and book lists available to Foreign Branch (Four Continents, Blackwell's, etc.) and an increased effort will be made to procure such listings.

b. Current procedure for purchase orders of linguistic reference materials will remain in effect. However, [redacted] will review such orders from the point of view of Division requirements, supply on hand, evaluation of the materials in question, and existence of previous purchase requests.

c. Incoming linguistic reference materials will also be reviewed [redacted] for Division interests prior to forwarding to requesters.

d. [redacted] file of rare language reference materials will be extended to include all linguistic reference materials, and he will thus maintain a record of all such items in the Division or on order.

e. [redacted] will maintain liaison with CIA Library and the Library of Congress regarding the availability of linguistic reference materials.

4 Feb:

An unmentioned advantage here is that now FDD has a single point of knowledge about linguistic ref to which can be channeled the not infrequent inf inquiries from dictionary-hunting individuals in offices and agencies. [redacted]

CHIEF, BACWALL

Distribution: Branch Chiefs and Deputies
Section Chiefs